

## CHAPTER II

### ACADEMIC PROCEDURES

#### Guidance

The academic year consists of three trimesters, each about three months in length. While the ten-month academic year traditionally opens with a formal convocation in August and concludes with a graduation ceremony in June, a substantial number of U.S. Navy, and several other service and civilian students begin their year of studies in the winter or spring trimesters, which convene in November and March respectively. The order of the curriculum is as follows:

|          | College of Naval Warfare | College of Naval Command and Staff |
|----------|--------------------------|------------------------------------|
| August   | NSDM                     | S&P                                |
| November | S&P                      | JMO                                |
| March    | JMO                      | NSDM                               |

Each of the three academic departments (JMO, S&P, and NSDM) delineates academic procedures peculiar to its course of instruction in the course syllabus. The course syllabus is issued prior to the semester in which the course is given, with the books and other study material provided for the course. The course syllabus is an excellent source of concentrated information and the student is strongly urged to read it closely.

The Naval War College *Research Guide/Style Manual and Security Classification* is an authoritative and comprehensive manual on the development of a paper from research. Format, documentation, and security classification are discussed with appropriate examples. This manual provides valuable guidance and should be consulted prior to commencing work on papers or reports. A copy is available in the reference section of the Library, and a copy is available online at <http://www.nwc.navy.mil/academics/>.

Comprehensive information regarding the Electives Program, as well as on-line enrollment procedures, can be found on the Naval War College website.

#### Seminar Group System

Each trimester's course of instruction uses the seminar as its principal learning forum. Seminars are usually no larger than 15 persons, and are organized by the academic departments for each trimester. Seminar size is optimal and is believed to be a key factor in the high quality of instruction. Reworking seminar assignments each trimester allows each department to

structure seminar groups to represent a cross section of talent and experience, as well as incorporating new students.

Seminar moderators serve as primary academic instructors and are the routine point of contact for the student on academic matters. The seminar also plays a role in the larger student organization, and is discussed fully in Chapter IV.

### Schedules

Each student's primary duty is attendance and preparedness to participate in class and other functions as assigned by the College. Three schedules provide varying degrees of fidelity with regard to the academic year calendar and student obligations. These include the (1) Academic Planning Calendar (the most current available on the NWC INTRANET) kept current by the Dean of Academics' office, (2) the Course Calendar provided by each academic department as part of the Course Syllabus, and (3) the Weekly Calendar, provided by the Provost's Office on Thursday of the week prior to the pertinent schedule.

- The *Academic Planning Calendar* contains a list of key dates covering each trimester, intervening symposiums and forums, and recess periods/holidays. Although subject to change, this list contains dates that are useful for personal planning. Because it covers the entire academic year, it is always being updated; therefore, students are advised to consult faculty, the Dean of Students' Office, and the Weekly Calendar before making final plans or financial commitments. Interseasonal symposia and conferences between trimesters and the Current Strategy Forum in June are scheduled academic events for students and **attendance is mandatory**. Those dates are not available as leave periods. The *Academic Planning Calendar* can be found at <http://nwcintranet/calendars>.
- Each *course syllabus* provides a monthly calendar detailing specific time blocks for lectures, seminars, and exercises pertinent to its course of study. Course-specific milestones (written assignments, examinations) are also covered. This calendar is defined and focused by the Weekly Schedule that also includes evening lectures and other special events.
- The Weekly Schedule is the most specific by virtue of its short range. It addresses specific time, place, uniform/attire, lecture title/lecturer, security classification and information appropriate to scheduled class and evening events. Events on the weekly schedule are mandatory for students unless otherwise noted. The *Weekly Schedule* can be found at <http://nwcintranet/calendars>.